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# Retirement Resignation Letter PDF

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**Dear [Employer's Name],**

After much deliberation and with mixed emotions, I hereby announce my retirement from my position as [Your Position] with [Company Name], effective [Date]. This decision marks the culmination of a rewarding career that spans several decades, a journey filled with invaluable experiences and memories.

In preparation for this transition, I have taken steps to ensure a seamless handover of my duties. Enclosed with this letter, you will find a detailed transition plan that outlines ongoing projects, key contacts, and recommendations for my successor.

During my tenure with [Company Name], I have witnessed remarkable growth and have had the privilege of working alongside some of the most dedicated professionals in the industry. I leave with a wealth of knowledge and friendships that I will cherish in the years to come.

As I move on to this next phase of life, I look forward to exploring new passions and interests that await me. However, I remain committed to assisting [Company Name] in any way during this transition period and am willing to offer my support beyond my official retirement date if needed.

Thank you for the opportunities for growth and development that have been provided to me during my time with the company. I am grateful for the encouragement and support I have received from my colleagues and superiors alike.

I look forward to staying in touch, and I am excited to see how [Company Name] continues to grow and succeed in the future.

**Sincerely,**

**[Your Name]**